



JOB OPPORTUNITY

Assistant Information Systems Analyst (Specialist)/ A – \$3,004 – 3,312 / B – \$3,099 – 3,586 / C – \$3,715 – 4,516 Tape Operations Unit/Computer Operations Branch/ Operations Division

The Gold Camp Computer Operations Branch has an opening for two limited term Assistant Information Systems Analysts (Specialist) (AISA) in the Tape Operations Unit. The AISA will perform a variety of analytical functions such as Tape Operations Point of Contact on Day Shift, analyze, identify, and resolve technical problems, open/ close Remedy tickets, escalate critical problems to Supervision/ Management, contact vendors to report outages, and coordinate equipment repairs/ replacement. The AISA will share lead responsibilities on some assignments on various software/ utilities, perform server backups, provide technical support to DTS employees/ customers with Operational Recovery (OR), and Print, Computer output to microfiche (COM), Job Handling, Courier, and Mail services.

Essential Functions:

- Serve as a primary Tape Operations Point of Contact on day shift.
- Coordinate and perform/ monitor mainframe and client/ server backup services and all activities related to media management.
- Provide various statistical reports to support the DTS Gold Camp's tape management function, gathering and analyzing data.
- Oversee the Virtual Tape Copy tasks on day shift.
- Co-Chair weekly Procedure and Policy Review Meetings.
- Update formal procedures.
- Monitor multi-system multi-processing consoles for critical error messages from tape silo subsystems.
- Analyze, develop, and write proposed Service Requests.
- Maintain awareness of Change Requests for equipment and processes in the Tape Operations area.
- Interact with UNIX server via system console or Telnet Remote Console.

Work Environment Requirements

- **Day shift**, both positions are located in Rancho Cordova at the Gold Camp Campus
- **Both positions are 24 month limited term**
- The AISA participates in providing three-shift coverage in a 24/7 work environment where employees are scheduled in a rotational pattern and may be required to work weekends and holidays

Desirable Qualifications:

- Familiarity with PC applications. • Working knowledge of TMS, JCL, ISPF, and JES3 commands.
- Desire to work in a changing and challenging environment. • Strong customer service skills.
- Ability to work independently and collectively.

Applications will be accepted only from individuals currently at the **Assistant Information Systems Analyst**, or applicants who have transfer or promotional eligibility. Applications will be screened based on desired qualifications, and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: open until filled Interested applicants must submit a State application to:

DEPARTMENT OF TECHNOLOGY SERVICES

P. O. Box 1810

Rancho Cordova, CA Zip Code

Attn: Ellen Moates/RPA Number 06-148/149

916-464-0217

It is the objective of the State of California to achieve a drug-free state work place, any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

Telephone Relay Service for the deaf or hearing impaired: TDD Phone (800) 735-2929; Voice Phone (800) 735-2922

THE DEPARTMENT OF TECHNOLOGY SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

"Equal employment opportunity to all regardless of sex, race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."